



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

POLICE ADMINISTRATOR (EXE LEV)

PN #110463

HOUSTON POLICE

CRIME LABORATORY

N/A

1200 TRAVIS*

MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Plans, organizes, coordinates, directs, and administers overall operation of various technical and/or clerical sections of the laboratory. Prepares, monitors and modifies administrative and operating reports. Makes selected assignments, evaluates the work of subordinates, resolves issues, and ensures adherence to city, departmental and laboratory procedures and policies. Participates on various special committees and programs, and coordinates activities with other divisions and departments. Assist the Laboratory Director with any other duties assigned.

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WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting temperature and air conditions.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Business Administration, Public Administration or a Science related field. For this position a Bachelor’s or higher degree with a concentration in Chemistry and basic science is required. For this position crime lab experience is required.

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MINIMUM EXPERIENCE REQUIREMENTS

Seven years of professional experience in public administration, management or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year to year basis.

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MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).

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PREFERENCES

None.

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SELECTION/SKILLS TESTS REQUIRED

None.

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SAFETY IMPACT POSITION

X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 30

\$2,933.00 - \$3,4000.00 Biweekly \$76,258.00 - \$90,000.00 Annually

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OPENING DATE

May 17, 2006

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CLOSING DATE

Open Until Filled

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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